



## USAID JOB OPPORTUNITY ANNOUNCEMENT #010

**DATE:** DECEMBER 12, 2013

**TO:** ALL INTERESTED CANDIDATES

**FROM:** UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID), REGIONAL MISSION TO UKRAINE, BELARUS AND MOLDOVA

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**SUBJECT:** PROJECT MANAGEMENT SPECIALIST/SECTOR LEAD – LOCAL AND ECONOMIC GOVERNANCE

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice.

**POSITION TITLE:** Project Management Specialist/Sector Lead - Local and Economic Governance

**OPEN TO:** All Interested Candidates

**GRADE LEVEL\*:** FSN-12(Full Performance Level)  
FSN-11 (Training Level)\*

**WORK HOURS:** Full Time, 40 hours per week

**POSITION TYPE:** Permanent

**OFFICE LOCATION:** USAID/Ukraine, Office of Economic Growth

**OPENING DATE:** December 12, 2013

**DEADLINE:** December 31, 2013 at 6 P.M. Kyiv Time

*\*The successful incumbent will be hired at the Training Level, FSN-11 until all mandatory USAID training is completed and the full performance level of the position is reached.*

## **GENERAL OVERVIEW:**

The USAID Mission to Ukraine, Belarus and Moldova in Kyiv, Ukraine is responsible for the development, implementation and oversight of USAID-funded programs that assist the countries' transition to prosperous and transparent market-based economies. The Office of Economic Growth (OEG) is one of the three technical offices in the USAID/Ukraine mission and has nine local staff and three U.S. Direct Hires. The OEG Team is responsible for contributing to the overall implementation of the Mission strategy under the Development Objective 2 "Broad-Based, Resilient Economic Development as a Means to Sustain Ukrainian Democracy" through planning, achieving, and evaluating results in the following programmatic sectors: 1) Financial Markets Development; 2) Agriculture; 3) Local and Economic Governance; and, 4) Clean Energy.

## **BASIC FUNCTION OF POSITION:**

The Program Manager – Local and Economic Governance (PM) serves as the Local and Economic Governance sector lead. He/she provides expert advice and services to support the USAID/Ukraine Office of Economic Growth (OEG) in planning, implementing, managing, and monitoring the Mission's economic growth portfolio, particularly local and economic governance initiatives. Additionally, the PM serves as the Mission's principal advisor on local governance and economic governance issues.

Economic governance consists of institutions and the respective processes that support economic activity and economic transactions by protecting property rights, enforcing contracts, and providing appropriate infrastructure. Unfortunately, Ukraine is plagued with poor policies and weak institutions throughout the economy. Improved local governance is also critical to achieving broad based economic growth, as local government most directly impacts lives, particularly via the provision of services necessary for small and medium enterprises (SMEs) to compete. Despite promising rhetoric, the national government is squeezing municipal budgets and increasingly centralizing decision making. European integration holds promise for improved economic governance, but much work remains to see tangible improvements for both Ukrainian SMEs and potential investors.

The PM's major role will be to design, implement, and monitor highly complex and integrated local governance and economic governance projects. This includes making recommendations to the Mission on the design, review and approval of project activities, including budgets, implementation plans and evaluation reports. Such activities will cover a wide range of areas including, but not limited to, competitiveness, business enabling environment, trade and investment, commercial law, municipal financing, public private partnerships, and local service delivery to SMEs. This also includes building the local institutional capacity for change, whether through government institutions or through civil society organizations such as business associations and think tanks.

The incumbent will coordinate and integrate OEG efforts with other Mission technical offices. He/she will lead Mission efforts to support Ukraine's economic integration with the European Union. Lastly, the incumbent shall be expected to liaise with other donors and multilateral institutions on behalf of the Mission with respect to local and economic governance and European economic integration.

## **MAJOR DUTES AND RESPONSIBILITIES:**

The PM is a key member of the OEG Team, providing leadership in the design, implementation, monitoring, and evaluation of OEG's local and economic governance sector and cross-cutting portfolio. The PM serves as COR/AOR or Alternate COR/AOR for several complex activities and leads the conceptualization, planning, managing, budgeting, and evaluation of the economic growth programs. The incumbent follows the Government of Ukraine's legislative agenda, political trends, strategies, and economic development indicators and guides Mission management on USAID's role, policy dialogue, and program priorities in support of ensuring transparent and market-oriented legislative and institutional reform in the field of specialization. The PM keeps Mission management informed on the progress of his/her portfolio activities; routinely assesses their viability; and consistently plays a role in program planning and strategy development for the local and economic governance sector and cross-cutting programs. Working with USAID implementing partners, beneficiaries, stakeholders, and other Mission offices, the incumbent guides the design, monitoring, approval, reporting, and evaluation of all project activities within his/her designated program area. The incumbent has direct, substantive contacts with high level host country government officials, business leaders, and NGO representatives. The PM will also work with other donors active in the local and economic governance sector reform, coordinating USAID assistance to complement other donor initiatives as appropriate. His/her duties in this area include, but are not limited to the following:

### **Strategy Planning, Liaison and Coordination (70%)**

- As principal advisor to Missions Management on local and economic governance reform, participate fully in the development of country-level strategies and plans, concepts, projects and training programs, including identifying needs, analyzing the business enabling environment, formulating policies and designing projects. Conduct research to support the above, investigating issues and programs in countries, other than Ukraine.
- Facilitate coordination among host government and private sector contacts at the national/regional/municipal levels to ensure that open channels of communication are maintained and that all participants are accomplishing project objectives. Meet regularly with Government of Ukraine senior level counterparts contractor/grantee team leaders, senior representatives of other bi-and multilateral assistance programs as well as leaders of NGO/PVOs and other private institutions and leaders of academic community in order to closely coordinate assigned activities in the local and economic governance sector, including review and negotiation of agreement documents (MOUs, Protocols of Intentions, etc.).
- Participate in the high-level working groups on the local and economic governance issues. Meetings often entail policy dialogue, technical subject matter, administrative or managerial concerns and development issues specific to local and economic governance reforms, including tax reform, permitting, investment attraction, EU Integration, as well as implementation of appropriate program interventions to address priority local and economic governance issues.
- Serve as USAID's Core Coordinator and principal representative of the joint donor coordination meetings and groups on local and economic governance reform and, in particular, on Ukraine-EU economic integration.
- Actively participate in discussions relating to local and economic governance matters with the U.S. Embassy, the Foreign Commercial Service, and other U.S. government agencies as needed to maximize the impact and to assist in the implementation of the program. Prepare and conduct

briefings as needed with senior Mission management and E&E Bureau leadership, and with other officials of the USG, as appropriate.

- Advise the Mission on economic, political, and legislative issues that may affect results achievement. S/he coordinates local and economic governance activities with activities in the financial, clean energy, and agricultural sectors. S/he will also coordinate with the Democracy and Governance Office on ongoing and potential OEG-DG technical integration.
- As needed, program budget scenarios for the local and economic governance sector activities and present recommendations for changes in the portfolio to OEG management.

### **Program Development, Management and Technical Leadership (30%)**

- Serve as the primary technical resource person for OEG and other Mission offices for all projects, activities, concepts, and issues related to local and economic governance.
- Prepare design packages for new programs, including assessments and evaluations, identify appropriate procurement mechanisms, evaluate the cost, benefits and effectiveness of these, and provide technical leadership to the procurement selection process.
- Develop Monitoring and Evaluation Plan for projects under incumbent's responsibility. Monitor and facilitate project implementation to ensure that project objectives are achieved in a timely, cost-effective manner as described in the project implementation documents and evaluate contractor's performance in special performance databases. Provide technical guidance as necessary to contractors/grantees and host country counterparts regarding project goals and parameters as well as USAID procedures.
- Serve as the Contracting Officer's Representative/Agreement Officer's Representative (COR/AOR) and/or lead in briefing the Front Office and the Embassy on Mission-critical projects related to local and economic governance. These include the Public Private Partnership Development Program (\$12 million activity); Commercial Law Reform Project for Ukraine (\$1.5 million program); Municipal Financial Strengthening Initiative II (cross-cutting); and a projected local award focused on improving the local business enabling environment and supporting Ukraine-EU economic integration (\$5 million).
- Prepare reports on achievements of implementers' specific objectives. Write relevant sections of the annual report and gather information to measure progress indicators used in USAID periodic reviews and budget documentation for USAID local and economic governance programs.
- Supervise maintenance of project records. Act as official USAID representative on inspection and field visits to project sites; ascertain progress, identify delays and problems, and recommend authoritative solutions to resolve them.
- Analyze project documentation submitted by the implementing partners to see if proposed activities fit project objectives and the intended use of the budget. Provide advice to OEG management on implementation issues and make recommendations for improving project implementation.
- Prepare procurement documentation and justification for the action including scopes/statements of work, budgets for technical assistance, evaluations, and training activities, lead close-out of the existing activities, start-up of new projects and other actions required to amend the agreements, direct cost or no-cost extensions.
- Represent USAID at meetings, seminars, conferences and other project-related events, and analyze and report on them to Division Chief, Office Director and Mission Management.
- Track current events, new legislation and other news related to local and economic governance and EU economic integration and conduct research on relevant issues to provide reliable and

current information to the Mission.

- Meet with high-level government officials and local and economic governance experts to communicate technical, social and political issues in a manner that works toward sound local and economic governance policy.
- Authorize and monitor project disbursements; review, and analyze local and economic governance reports and recipient's requests for payments to ensure completeness and compliance with contract/cooperative agreement/grant provisions. Monitor the financial status of the award on a regular basis to ensure that the level of funding is the minimum necessary. Assure that sufficient resources are allocated to activities, as well as advocate sector restructuring priorities and program needs as appropriate. Analyze pipelines and mortgages, and assure timely obligation of funds.
- Manage and mentor, as applicable, other Program Managers who are managing projects within the local and economic governance sector and Project Assistance providing support to the sector. Provide technical guidance and support that is necessary to ensure all activities within the local and economic governance sector meet their respective programmatic objectives in a timely, cost-effective manner.

## **REQUIRED QUALIFICATIONS:**

### **Education:**

A master's degree level (or host country equivalent) that is relevant to project management, public administration, financial and private sector development, law, development assistance and/or economics is required.

### **Prior work experience:**

At least ten years of administrative/government/professional services with international development organizations or donor agencies is required. Seven years minimum direct project development and management experience over complex multi-component programs, including project design, reporting, monitoring and evaluation, in the areas directly related to economic governance and private enterprise growth is also required. Experience in preparation and presentation of major development analyses and strategies is required. Demonstrated ability to effectively and efficiently manage/supervise resources (staff, equipment, budget), at least five years of such managerial experience is required, and experience with performance management systems and project evaluations.

### **Language Proficiency:**

Level IV (fluent) English proficiency with strong writing skills is required. Native fluency in Russian and Ukrainian is required.

### **Post Entry Training:**

Specific training related to the project management includes basic occupational training such as COR Certification, leadership training, and continuing technical education in financial and business enabling environment sectors, policy and technical topics, which is to be confirmed by certificate of completion. Familiarization training in USAID-specific procedures, regulations, and methods. Orientation to working from a donor-Agency perspective, etc., is required. Formal courses offered for professional USAID staff, as appropriate; and courses, seminars, conferences, and other

activities in fields related to the function and needed to maintain and update professional qualifications as they become available, subject to availability of funds.

**Knowledge:**

Advanced knowledge of the nature of international technical assistance delivery and, particularly, advanced knowledge of international project management practices; knowledge of host governments policies, priorities and strategies is required. Important knowledge for the position also includes: advanced knowledge of and solid practical experience in project management; thorough knowledge of public sector policies and regulations related to project management, assistance and acquisition; solid grasp of donor policies and procedures, in particular with regard to project management duties and responsibilities; and advanced knowledge of political, social, and cultural affairs in the region, specifically an understanding of the historical economic reform issues related to the OEG program areas and development assistance areas and other donor programs.

Also critical is advanced knowledge of issues, policies and institutions affecting the local and economic governance sector such as competitiveness, taxation for SMEs, public procurement, trade and investment, property rights and dispute resolution, municipal financing, and public private partnerships. Understanding of and the ability to design local and economic governance activities that promote the principles of participatory governance, inclusion, transparency, and accountability are also essential.

**Technical Skills:**

Computer literacy is essential, including advanced level in using word processing, presentation, budgeting and spreadsheet applications, and standard e-mail, Internet graphics, desktop publishing. Experience with USAID systems would be extremely helpful and greatly accelerate performance potential.

**Communication Skills:**

Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools. Highly developed analytical and writing skills are necessary, specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate, clear and complete formats. Also desired are an ability to evaluate and interpret data and written reports and to present conclusions and the ability to recognize significant developments and trends and to identify the impact on project implementation. Strong ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Mission, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment. Demonstrated ability to work productively in a multicultural environment. Demonstrated ability to interact smoothly and effectively with senior level host country officials, representatives of international organizations, donors, PVOs, NGOs, officials of other USG agencies, private sector counterparts; advanced communication skills including the ability to articulate USAID policies and strategies and to respond to queries concerning USAID's viewpoint on various financial sector policy and restructuring issues, organizational ability to plan and implement complex projects and carry them to conclusion. Good communication skills, including the ability to articulate USAID policies and strategies and to respond to queries concerning USAID's viewpoint on various financial sector activities and development issues.

## **APPLICATION AND SELECTION PROCESS:**

Interested candidates in order to apply for this position must submit in English:

1. Current *résumé* or curriculum vitae and a letter of interest;
2. Mandatory Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The form and the full version of the vacancy could be obtained from the Embassy website (PDF format): <http://ukraine.usembassy.gov/job-opportunities.html> or from the USAID website (Word format): <http://ukraine.usaid.gov/content/employment-opportunities-en>

A *résumé* or curriculum vitae must contain three to five references with current contact information. The Technical evaluation committee shall consider the past performance information obtained from the reference checks in scoring past performance. It is therefore recommended that the applicant alerts the contacts that their names have been submitted and that they are authorized to provide past performance information when requested.

A *letter of interest* must describe what the applicant understands to be the key responsibilities of the position and highlight the applicant's qualifications, skills, attributes and past experience to demonstrate suitability for the position and how the applicant meets the requirements of each of the evaluation criteria described above. The *letter of interest* may be considered as a writing sample and should not exceed three (3) pages using standard font (12) Times New Roman.

### **SUBMIT APPLICATIONS TO:**

**Human Resources Office**

**[KyivHR@state.gov](mailto:KyivHR@state.gov), fax: +38-044-521-5155**

**Include vacancy number and position title in the subject line of your email/fax cover sheet and on your application.**

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date **(December 31, 2013 before 6 P.M. Kyiv Time)** will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for the interviews will be contacted.

## **ADDITIONAL SELECTION CRITERIA:**

- Current Mission employees serving a *probationary period* are not eligible to apply for this position.
- Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- A written test will be given to assess the candidate's English writing skills, proficiency with Microsoft applications and general computer skills.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared:        USAID/EXO